



Career Opportunities at NOCMA

About Us

The National Oil Company of Malawi (NOCMA) is a government-owned enterprise, established under the Companies Act of 1984. Since commencing operations in 2012, NOCMA has played a pivotal role in ensuring fuel security across Malawi.

We manage strategic fuel reserves totaling 60 million litres, stored at key facilities in Blantyre, Lilongwe, and Mzuzu, and depots in Chilumba, Chipoka, and Mchinji. Our market share in national fuel importation has grown from 10% in 2015 to an average of 65% in FY 2024/25, driven by strategic investments and operational excellence.

As part of our continued growth, we are inviting applications from suitably qualified and experienced professionals to join our team in the following positions:

Available Positions

1. Temporary SAP Systems Accountant (NOC06)

Code: SSA2025 | **Location:** Head Office, Lilongwe | **Duration:** 12 Months

Purpose:

Support the Finance team through effective configuration, use, and maintenance of the SAP system to ensure accurate financial data processing and reporting.

Key Responsibilities:

- Manage SAP FI/CO, Funds Management, Materials Management, and Sales & Distribution modules.
- Ensure accurate transaction processing and reporting within SAP.
- Coordinate with IT and Finance on system improvements and UAT testing.
- Generate financial reports using SAP tools (e.g., Fiori, BEx).
- Support end-of-period closings and provide SAP training to staff.
- Ensure compliance with audit standards and SAP security.

Reporting Line: Reports to Finance Manager – Financial Accounting

Qualifications & Experience:

- Bachelor's degree in accounting or related field.

- Professional certification (CPA, ACCA, CIMA).
- Minimum 4 years' experience (3 in SAP FI/CO or SAP S/4HANA environment).
- Proficient in Excel and SAP reporting tools.

Personal Competences:

- Strong analytical and problem-solving skills
- Excellent planning and coordination
- Independent and team-oriented work ethic
- High reporting and communication proficiency

2. Temporary Depot Supervisor (NOC06)

Code: TDS2025 | **Location:** Chipoka Depot, Salima | **Duration:** 12 Months

Purpose:

Oversee safe, efficient, and compliant daily operations at the fuel depot.

Key Responsibilities:

- Manage fuel handling, storage, and administrative coordination.
- Maintain stock records and submit daily reports.
- Conduct joint inspections and emergency drills.
- Supervise staff and enforce safety standards.
- Coordinate maintenance and contractor activities.

Reporting Line: Reports to Depot Manager – Lilongwe Depot

Supervises: Depot Operators and Office Assistant

Qualifications & Experience:

- Degree in Mechanical Engineering, Logistics, Business Administration, or related field.
- Minimum 4 years' experience (3 in fuel operations or logistics).

Personal Competences:

- Effective planning and organizational skills
- Strong team leadership and performance monitoring
- Clear communication and report-writing ability

3. Assistant Security Officer (NOC07)

Code: ASO2025 | **Location:** Lilongwe Depot

Purpose:

Administer and monitor depot security systems, ensuring the safety of NOCMA staff and assets.

Key Responsibilities:

- Conduct patrols, checks, and security assessments.
- Manage security equipment (CCTVs, breathalyzers).
- Coordinate with security personnel from Police and private firms.
- Submit reports and conduct investigations.

Reporting Line: Reports to Depot Manager and functionally to Security Officer at Head Office

Qualifications & Experience:

- Diploma in Security Studies (bachelor's is an added advantage).
- Minimum 4 years' **experience (3 in similar role or Military/Police Service)**.

Personal Competences:

- High planning and coordination ability
- Strong teamwork and performance monitoring
- Report generation and communication skills

4. Temporary Depot Operator (NOC09)

Code: TDO2025 | **Location:** Chipoka Depot, Salima | **Duration:** 12 Months

Purpose:

Handle daily depot tasks including fuel loading/offloading, inspections, and storage operations.

Key Responsibilities:

- Conduct truck inspections and fuel quality checks.
- Load/offload fuel and maintain safety standards.
- Carry out stock dips and minor maintenance.

Reporting Line: Reports to Depot Clerk

Qualifications & Experience:

- Minimum MSCE (Diploma in related field is a plus).
- At least 1 year of relevant experience.

Personal Competences:

- Planning and organizing technical tasks
- Collaborative attitude and sense of responsibility

- Reporting and communication skills

5. Temporary Office Assistant (NOC10)

Code: TOA2025 | **Location:** Chipoka Depot, Salima | **Duration:** 12 Months

Purpose:

Support administrative operations and maintain a clean, organized office environment.

Key Responsibilities:

- Operate photocopiers, printers, and shredders.
- Handle mail delivery and file management.
- Clean offices and prepare meeting rooms and refreshments.

Reporting Line: Reports to Assistant Human Resources & Administration Officer

Qualifications & Experience:

- Minimum Malawi School Certificate of Education (IMSCE).
- At least 1 year of experience in a similar role.

Personal Competences:

- Results-oriented with ownership of outcomes
- Cooperative and team-driven
- Detail-oriented and proactive

Application Procedure

Qualified and interested candidates should submit the following:

- Cover letter
- Detailed CV
- Copies of academic and professional certificates
- Contact details of three (3) traceable referees

Submit to:

**The Chief Executive Officer
National Oil Company of Malawi
4th Floor, Kang'ombe House, City Centre
Private Bag 370
Lilongwe**

**Attention: The Human Resources & Administration Manager
Email: nocmajobs@nocma.mw**

Important: Clearly indicate the **Job Code** on the envelope or email subject line.

Deadline for Applications: 13th May 2025

 **Equal Opportunity Employer**

NOCMA is an equal opportunity employer. In accordance with the Gender Equality Act of 2013, **female candidates are strongly encouraged to apply.**